

MINUTES

Annual Statewide JSEC Meeting

May 18, 2009 ~ 1:00 p.m. – 5:00 p.m.
Red Lion Colonial Inn ~ Helena, MT

Statewide JSEC Members Present: ** denotes Voting Member*

Cal Boyle, Chair	Swank Enterprises	Tri-County JSEC
Chris Wilhelm	Workforce Services Division	MSEC Coordinator
Karen Dellwo *, Vice Chair	First Security Bank	Lake County JSEC
Gary Willis, Area 2 Rep	Shodair Children's Hospital	Helena JSEC
Betty Stone, Area 5 Rep	Cottonwood Inn	Glasgow JSEC
Louise Olson *	Cottonwood Inn	Glasgow JSEC
Heather Pederson	St. Vincent Health Care	Billings JSEC Vice Chair
Sharon Stoneberger *	Montana State University	Bozeman JSEC
Patty Nordlund, Area 4 Rep	Big Sky EDA	Billings JSEC
Lyndee Schmidt	Yellowstone County	Billings JSEC
Vonda Sorenson *	NAPA-Billings	Billings JSEC Chair
Maryann Vestre *	Dawson Community College	Glendive / Sidney JSECs
Lynda Lowney		Tri-County JSEC
Laura Marshall*	Blackfoot Telecommunications	Missoula JSEC
Jess Lohse *	Rocky Mountain Truss	Bitterroot JSEC
Laura Salazar *	Community Health Partners	Livingston JSEC
Jackie Bonney *	School District 10	Tri-County JSEC
Marcy Roberts *	Montana's Employment Opportunities	Kalispell JSEC

Guests: Mona Amundson, Acting Bureau Chief, Workforce Services Division; Zanya Betley; Debbie Berg; Dan Bradley; Drea Brown, Director, Jobs for Montana's Graduates (JMG) Program; Amee Bush; Deb Buxbaum; Roberta Diegel; Tom Frisby; Gail Habener; Sandy Hamlin; Barb Hardy; Terri Haueter; Joyce Heiser; Roy Jones; John Keebler; Heather Merritt; Patty Patterson; Lee Reynolds; Carol Rule; Joe Strelnek; Judy Towleron; Linda Posivio; Johnette Watkins;

I.A. Welcome and Introductions

Chairman, Cal Boyle, welcomed Statewide JSEC attendees and requested each attendee introduce them self.

I.B. Approval of Agenda

The agenda was approved as presented.

I.C. Approval of Minutes

The minutes from October 16, 2008 were reviewed. Gary Willis moved to accept the minutes are presented; Karen Dellwo seconded the motion which carried unanimously.

II.A. Treasurer's Report

Sylvia Murray could not be in attendance; the treasurer's report was submitted via email. The treasurer's report was reviewed. Patty Nordlund moved to accept the report as presented; Gary Willis seconded the motion, which carried unanimously.

Clarification: current cost of pad folios is \$10; mugs are \$6.50 each or 2 for \$10.

II.B. Workforce Services Division Update

Mona Amundson, Job Service Operations Bureau Acting Chief, provided Department of Labor & Industry updates regarding fiscal year-end and budget activity, staffing changes, and the status of Montana's Workforce Investment Act (WIA) State Plan. She provided an overview of the Department's organization, WIA programs, and local Job Service Workforce Center staffing. She advised that, during her time as Acting Bureau Chief, one of her responsibilities is to assess the recent re-organization to see if it met the needs of the Job Service; she will be accepting input from local regions to assist in this endeavor.

II.C. What JSECs Need from Job Service Workforce Centers

Chairman Boyle requested each JSEC share what they need from their local Job Service. Items identified are as follows:

- More educational opportunities for offices such as "lunch & learn" or videos
- Joint collaborative educational activities with SHRM and Chamber of Commerce
- Communities need to know about Job Service and the assistance it provides for both the job seekers and small businesses.
- Need help connecting to new or unconnected businesses.
- More on-site visits from job service staff to businesses.
- Provided a notebook/handbook of pertinent info;
- Remember, at training sessions it is not about high attendance - even helping one or two businesses is important.
- Advertise Human Resource aspect of services provided.
- Job Service offices need additional staff as they no longer have enough time to work with employers on job development.
- Link to Job Service sites on partner websites.
- State should have a list serve of JSEC members to better connect membership.
- State should have common website, blog, etc. for JSEC members.
- Ask job seekers what they need from Job Service
- Advertise Job Service – there's still a misconception that it's the "Unemployment Office". Bresnan has advertising or small business grants that individual Job Services may qualify for. Apply through small business development center.
- Statewide advertising campaign for JSECs and Job Service
- Libby office should have hours of 9-5 Monday – Friday
- Utilize a tool kit to be delivered to businesses, similar to one that was used several years ago.

III.A. Revised By-Laws

In previous years there were concerns with the chair remaining in their position for more than one year, but also with the loss of continuity by only having one year with that officer. The MSEC by-laws were changed to allow for a succession plan for the officer positions, which addresses both concerns. The Each year, the Vice-Chair would move to Chair, and the Chair would move to Past Chair. This requires a 3-year commitment from anyone accepting the Vice-Chair position. JSECs are not being asked to follow the MSEC's lead; they should continue to handle their officer positions based on what is best for the individual organization. Discussion ensued regarding the duties and responsibilities assigned to each position in other organizations, such as membership retention and conference planning.

IV.A. Election of Officers

Election of Officers was held after Job Service staff and other interested parties joined the meeting. Nominations were previously solicited for both Vice-Chair and Treasurer via email; none were received.

Vice-Chair: Nominations were requested from the floor. Karen Dellwo nominated Gary Willis for Vice-Chair. No other nominations were received from the floor. Members voted unanimously to elect Gary Willis as Vice-Chair.

Treasurer: Nominations were requested from the floor. Cal Boyle nominated Betty Stone for Treasurer. No other nominations were received from the floor. Members voted unanimously to elect Betty Stone as Treasurer.

IV.B. Regional Approach to Future Conferences

Tom Frisby, Region 4 Director, thanked the JSECs for the important role they play in Job Service's tie to communities. He presented Southcentral Montana's proposal of a regional approach to future conference planning. Southcentral Montana is comprised of the Lewistown, Livingston, and Billings areas, also know as Region 4. They propose the entire region work together on the 2010 Innovation in Business Conference already scheduled in Billings at the Crowne Plaza. This would allow smaller communities, who would may not have adequate facilities for the conference, an opportunity to participate and showcase their community. Not all communities have JSEC; by involving the entire region, all communities can participate in activities. Suggestion boxes were placed around the conference to solicit topic suggestions.

Patty Nordlund moved to utilize the regional approach to conference planning, moving sequentially through the regions starting with Region 4 in 2010. Karen Dellwo seconded the motion, which carried unanimously.

IV.C. 2010 Conference Information

Reminder – 2010 Innovation in Business Conference is at the Crowne Plaza in Billings May 17 – 20, 2010.

IV.D. JMG Scholarship Presentation

Drea Brown, State Director of Jobs for Montana's Graduates (JMG) thanked the membership for their continued support of the JMG program. The MSEC has provided \$600 to JMG for 15-18 years. The money is used to purchase professional clothing and provide spending money for JMG students attending the Jobs for America's Graduates (JAG) Leadership Forum in Washington DC. Interested students are selected at Montana's Fall Leadership Conference. Each submits a letter stating why they wish to attend and how they will utilize the knowledge they gain. Staff read all letters, rate them, and 4 students are selected. The selected students must participate in competitive events such as interview skills or public speaking, attend leadership sessions with other students from across the nation, and attend an awards luncheon with a dignitary. It is always an eye-opener for our Montana kids to go to Washington DC. Ms. Brown shared excerpts from a letter submitted by one of this year's selected attendees to demonstrate the impact this program has on students.

Gary Willis moved to fund JMG at \$600 again this year. Marcy Roberts seconded the motion, which carried unanimously.

IV.E. JSEC Best Practices

- Libby varied the time of their JSEC meetings to try and improve attendance.
- Billings hosts joint collaborative educational activities with SHRM and Chamber of Commerce, advertising to all groups mailing lists. All are low cost, and SHRM gets credit. Billings also participates in BEAR teams, allowing Job Services staff to be better known throughout community. They also send a short email out monthly with only one or two topics such as labor law. Email lists are important and powerful.
- Butte hosts a business card social at alternating businesses. The Chamber, JSEC, and SHRM combine efforts. They also utilize luncheons and video conferences for other trainings.
- Helena partners with Jim Nys to host HR-related topics at a reasonable cost. They participate in the Carroll College job fair, critiquing resumes and providing interview techniques. Helena also partners with the Chamber at least once a month on other trainings. They have an open house which is promoted strongly through the Chamber and newspaper. It is a good way to gain new members, and to share what Job Service and JSEC do. New JSEC members are provided an orientation.
- Sidney and Glendive offer webinars which are recorded for businesses who cannot attend.
- JSECs can form membership committees to assess and develop more diverse membership.
- JSEC Coordinator calls inactive members to invite them to next meeting.

V.A. Local JSEC Comments/Updates

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- Kalispell JSEC hosts a meeting at different business. Kalispell unemployment rate almost 13%
- Tri-County JSEC serves Anaconda, Deer Lodge, and Granite counties; focusing on how to reach minorities. Area has lots of unemployed single families. Trying to best address the rural areas experiencing large layoffs. Working to more face time with businesses and employers in a way that takes JSEC to them, rather than businesses and employers having to go to the JSEC. Partners with CMT and Chamber for all meetings as they are just getting back up and running.
- Livingston JSEC is dealing with similar problems. It is a tourist-driven area which had major layoffs at Stillwater Mining.
- Bitterroot JSEC is working on 501(c)(3) status, dealing with increased unemployment rate.
- Missoula JSEC has 16 active members that meet monthly, and has quarterly seminar. Utilize Jim Nys webinars and career fair. They did take a break from the High School career fair this year in spite of its historical success.
- Glendive / Sidney JSECs are working on 501(c)(3) process, partnering with CMT to work on career / service opportunity fair, Glendive Golf Tournament is coming up, and they utilize Jim Nys seminars.
- Billings JSEC had a successful job fair in March, Job Service does mini job fairs for employers with jobs, they have a scholarship committee, are actively pursuing 501(c)(3) status, modified hours for meetings to pull in other members, seeing increased attendance thanks to coordinator calling inactive members.
- Bozeman JSEC is wrapping up their 501(c)(3) process, held employer showcase instead of job fair.
- Glasgow JSEC gave 2 \$500 scholarships, are working on 501(c)(3) status, and had a seminar on dysfunctions of a teen.
- Helena JSEC has been procrastinating on 501(c)(3) process but have committed to finalize it by the end of the year; has a scholarship program, hosts luncheon to thank Helena Job Service.
- Polson JSEC is working with CMT to assist employers and workers with Plum Creek closures, working to change "unemployment office" to "employment office," had 15 applicants for scholarship committee to review and could only select one, holds seminars every 6 months.

V.B. Local Job Service Workforce Center Comments

Deb Buxbaum, Manager of the Helena Job Service, welcomed members to Helena. She introduced Sandy Hamlin and Dave Laber, co-coordinators of the Helena JSEC. She extended her appreciation to her staff, half of which are attending the conference, and the other half are "holding down the fort."

The meeting adjourned at 5:00 p.m.